



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

6/23/23

AGENDA ITEM (ACTION ITEM):

Consider/Approve revision to the current job descriptions of "Mail/Inventory Courier – Maintenance Apprentice",

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board; 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

The proposed changes to the job description of "Mail/Inventory Courier – Maintenance Apprentice" are more aligned to the expectations of the current position, as needs in the roles have changed over time. The revisions will include a title change from "Mail/Inventory Courier – Maintenance Apprentice" to "District Courier – Maintenance Assistant", which also better aligns with the job responsibilities of this role.

FISCAL/BUDGETARY IMPACT:

No net financial impact.

RECOMMENDATION:

Approval to revise the current job descriptions of "Mail/Inventory Courier – Maintenance Apprentice",

CONTACT PERSON:

Malina Owens, Assistant Superintendent

Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County School District
Job Description: ~~Mail/Inventory~~ District Courier – Maintenance ~~Apprentice~~ Assistant
Job Class Number: 7963

TITLE: ~~Mail/Inventory~~ District Courier – Maintenance ~~Apprentice~~ Assistant

QUALIFICATIONS:

1. High School Diploma
2. Valid Driver's License in good standing
3. Meets required physical examination
4. Demonstrated aptitude or competence for assigned responsibilities

REPORTS TO: ~~Facility Systems Director~~ Maintenance Supervisor, or designee

SUPERVISES: None

JOB GOAL: To ~~help increase the efficiency with which necessary tasks and errands are performed~~ assist with the safe and timely delivery of items throughout the District while supporting the Maintenance and Building Operations teams

PERFORMANCE RESPONSIBILITIES:

1. Picks up and delivers mail, ~~and payroll,~~ and other assigned items
2. ~~Runs errands for the Central Office and Maintenance Staff~~ Performs various Maintenance and Building Operations responsibilities as assigned by the Maintenance Supervisor
3. Assigns and processes postage in the most economical method possible
4. Drives in a safe and courteous manner following all traffic laws
5. Ensures that the district provided vehicle is regularly serviced and kept in a clean condition
6. Moves furniture or equipment between buildings as required for various activities as directed by ~~Facility Systems Director~~ the Maintenance Supervisor
7. Reports minor exterior building needs including parking lot repairs, tree/shrub trimming/removal, and signage replacement
8. Reports major repairs to the ~~Facility Systems Director~~ Maintenance Supervisor
9. Knowledge and ability to properly use tools, equipment, methods and materials in unskilled maintenance trades
10. ~~Maintains and repairs a variety of heating, ventilation, and air conditioning equipment including filter changes, belt changes, and unit lubrications~~
11. Properly completes, records, and maintains various maintenance inspection logs
12. ~~Drives district vehicle with snow plow to clear snow from district parking lots~~
13. Performs other duties as assigned by the supervisor or designee

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb steps 50 up/down
- Push/Pull up to 75 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245

Kenton County School District
Job Description: ~~Mail/Inventory~~ District Courier – Maintenance Apprentice Assistant
Job Class Number: 7963

- Salary Schedule: CUST
- FLSA Status: Non-Exempt

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy Evaluation of Support Services Personnel

APPROVED: 10/16/2000

REVISED: 10/22/2007, 06/14/2018, 06/05/2023